

## BENTON COUNTY CLASSIFICATION DESCRIPTION

2/2015

### Mental Health Court Program Manager

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**TITLE:** Mental Health Court Program Manager

**DEPARTMENT:** District Court

**REPORTS TO:** District Court Administrator

**SUPERVISES:** Mental Health Court Staff

**FLSA:** Exempt

#### **SUMMARY:**

The Mental Health Court Program Manager is responsible for the design, implementation and coordination of the Mental Health Court Program. Assists participants assigned to Mental Health Court in complying with program requirements to minimize their involvement with the criminal justice system. Works in collaboration with the individual participant, his or her legal representative, the jail, law enforcement, the district court probation department, the prosecuting attorney, and medical and/or mental health and substance abuse treatment providers.

**EXAMPLES OF JOB DUTIES:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Designs, implements, coordinates and oversees operations of the Mental Health Court team, which includes judges, defense attorneys, prosecutors, court staff, law enforcement officers, jail staff, and various medical and/or mental health service providers, in accordance with established policies and procedures for providing integrated treatment and criminal justice case management to participants with mental illness.

Conducts and oversees mental health and substance use screenings, consultations, assessments, individualized treatment planning, referrals, and behavior management planning of adults with mental illness with the application of advanced diagnostic and counseling principles. Formulates clinical recommendations for judicial review based on behavioral health diagnoses, treatment, and treatment response. Conducts and/or facilitates screenings and assessment for criminogenic risk factors.

Coordinates the activities and provides oversight of the Mental Health Court team members to ensure integrated and planned clinical intervention strategies that coincide with court legal process and requirements. Identifies trends and problems hindering progress and develops and implements written policies and procedures to guide the operations of the Mental Health Court team in compliance with State guidelines, best practices, and the special needs and resources of Benton County.

Connects court participants to medically necessary treatment services and coordinates clinical care among treatment providers. Utilizes a wide range of community programs and services to meet individuals needs including education, vocational training, family, and specialized programs in behavioral health.

Identifies community resources and organizes efforts to provide a full continuum of needed treatment services including mental health and addiction treatment, educational and vocational services, safe and sober housing, ongoing recovery support services, health care, family services and other beneficial community support services.

Assists in the planning and development of the budget.

Maintains expenditures within approved budget. Coordinates work with other departments, staff and funding sources to ensure timely completion of projects within approved budget and in compliance with guidelines, procedures and regulations.

Manages the fiscal, budget, personnel and other administrative functions of the program including hiring, training, scheduling, evaluating and discipline of staff. Ensures training and required continuing education.

Provides information and serves as liaison between the Mental Health Court program and its stakeholders, including the general public. Emphasizes public accountability and a positive service approach.

Develops effective relationships with court staff, other departments and agencies and organizations outside County government for the purposes of consultation, teamwork, and efficient use of resources necessary for the successful operations of the Mental Health Court. Develops Memoranda of Agreement among various partners in the court treatment community outlining mutual expectations, responsibilities and commitments for the ongoing operations of the court support team as needed.

Represents the County as spokesperson at community and public meetings as assigned. Plans, conducts and presents at various types of meetings, including public meetings.

Explains services, identifies customer needs and maintains effective relationships with high-level community professionals. Participates in community and/or statewide committees or work groups related to the planning, development, management, funding and evaluation of therapeutic court(s) as directed.

Participates in specialized training or educational sessions as directed or as required.

Develops and maintains written policies and procedures to guide the operations of the court support team in compliance with any statewide guidelines, generally accepted best practices, and the special need and resources of the local jurisdiction.

Compiles reports on compliance with conditions of program participation and assures that they are accurately communicated to and considered by the progress team staff including preparation of case compliance and progress summaries for court status hearings.

Performs other related duties as assigned.

#### **WORKING CONDITIONS:**

Work is primarily performed in an office, meeting room, courtroom setting and at field locations, treatment facilities and jail. May sit or stand for long periods of time. May occasionally lift and carry items weighing up to 20 pounds. Moves throughout the County's facilities. Periodically drives a motor vehicle to perform duties at other sites or travel out of the County. May be required to attend meetings or perform duties outside of normal office hours. Possibility of exposure to hostile and offensive language from program participants and members of the public.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and practices of management and supervision.

Knowledge in current practices of assessment, counseling, psychotherapy and other treatment procedures for mental illness, substance use disorders, and criminogenic thinking and behavior.

Knowledge of available community resources for individuals with mental health and substance abuse disorders.

Knowledge of the fundamentals of the criminal justice and mental health system, and applicable local, state and federal laws, rules, regulations, policies and procedures related to program areas.

Skill in operating standard office equipment such as Microsoft Office, scanner, calculator and photocopier.

Excellent oral communication skills needed to explain policies and procedures and to work effectively with County Officials, other employees, agencies and the general public using courtesy, tact and good judgment.

Ability to conduct mental health, substance use, and criminogenic risk screenings and consultations, assessments, individualized treatment planning, referrals, and behavior management planning of adults with mental illness with the application of advanced diagnostic and counseling principles.

Ability to plan, coordinate, organize and schedule programs, processes and services. Prepare, research, analyze, administer and change plans, policies and work programs as necessary.

Ability to organize, prioritize and coordinate work projects, plans and assignments. Work effectively in a multi-task environment. Take appropriate initiative. Apply good judgment, creativity and logical thinking to obtain potential solutions to problems.

**EDUCATION AND WORK EXPERIENCE:**

Master's degree in social work, counseling, psychology or other related human services fields and four years of experience providing mental health assessments, diagnosis, treatment, case management, treatment planning and program management; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

**LICENSES, CERTIFICATES & OTHER REQUIREMENTS:**

Valid Washington State Driver's License.

Mental health Counselor (LMHC), Independent Clinical Social Worker (LCSW), Marriage and Family Therapist (LMFT) or Psychologist.

Must sign an agreement of permanent confidentiality covering all client-related information.